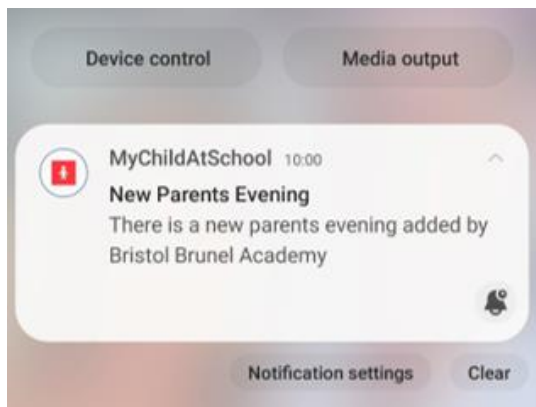


Parents' Guide for Booking Appointments

Browse <https://www.mychildatschool.com/MCAS/MCSParentLogin> or download the MCAS app.



Step 1: Login

Please download the MCAS (MyChildAtSchool) app and ensure you have turned on your notifications in your phone settings.

You will then get an alert when the booking system goes live.



Step 2: Select Parents' Evening

Using the main menu (the three lines on the left side) please select the Parents' Evening menu and then the evening you wish to book for.

Step 3: Make Appointments

If you select the 'quick book' option, you will be asked to enter your arrival time and the system will then automatically generate your appointments.

You can also choose to select your appointments manually instead of quick book. This is done by clicking on the name of the teacher(s) you want to see, and you can then select the available appointment time(s) you would like.

We have found the following appointments for you. You can uncheck any that you are not happy with.

JR	Mr J Rogers Science 15:30	<input checked="" type="checkbox"/>
VS	Mrs V Shaw Maths 15:35	<input checked="" type="checkbox"/>
JM	Mr J Mead Tutor Time 15:40	<input checked="" type="checkbox"/>
DS	Mr D Salida P. S. E. 15:45	<input checked="" type="checkbox"/>
JT	Mr J Thorne Statistics 15:50	<input checked="" type="checkbox"/>
HD	Mr H Duncan English 15:55	<input checked="" type="checkbox"/>

[Book Appointments](#) [Cancel](#)

Step 4: Confirm Appointments

If you used quick book option, the most appropriate appointments will then be suggested to you. You then confirm by clicking 'Book Appointments'.

If you booked your appointment(s) manually, once you have selected them all, you can confirm them also.

← Parents Evening

<input checked="" type="checkbox"/> Booked	Mr J Rogers Science Main Hall 15:30	Cancel
<input checked="" type="checkbox"/> Booked	Mrs V Shaw Maths Main Hall 15:35	Cancel
<input checked="" type="checkbox"/> Booked	Mr J Mead Tutor Time Main Hall 15:40	Cancel

Step 5: Finished/Viewing/Editing Appointments

Once you have booked your appointments, they are all available to view in the Parents' Evening menu.

You can also edit or cancel your appointments from here.